Agenda Management System
Vendor Demonstration Agenda

8:30 – 8:45   INTRODUCTION – County (15 minutes)
− Administrative, ground rules
− Team introductions

8:45 – 9:15   COMPANY INTRODUCTION – Vendor (30 minutes)
− Background information
− Training approach
− Project approach

9:15 – 9.30   PRODUCT OVERVIEW – Vendor (15 minutes)
− Executive overview of product features and capabilities

9:30 – 9:40   BREAK

9:40 – 11:10   DETAILED PRODUCT DEMONSTRATION – Vendor (90 minutes)
− Vendor will demonstrate their product (Scripts #x through #x)
− Vendors are required to manage this time to get through all the script items

11:10 – 11:20 BREAK

11:20 – 12:00 DEMO FOLLOW-UP – County (40 minutes)
− Follow-up questions on Demos
− Address "parking lot" items
− County: Wrap-up, next steps

Note: The afternoon session is optional at the sole discretion of the county and will involve a smaller number of county project team members.

1.00 – 1:30   TECHNICAL Q&A – County (30 minutes)
− Q&A session with the vendor to clarify system technical details

1.30 – 2:00   PROJECT Q&A – County (30 minutes)
− Q&A session with the vendor to clarify implementation project details